



VOLUNTEER

SAFETY MANUAL

Contents

Safety Statement	2
Top 10 Volunteer Safety Guidelines	3
Volunteer Safety Pledge and Culture	3
Golf Cart Safety Guidelines	4
Utility Vehicle Safety Guidelines	5
Vehicle Driver Conduct Requirements	7
Proper Ergonomics	7
Lifting and Carrying	7
Pushing and Pulling	8
Sitting	8
Standing and Bending	8
Heat-Related Safety	8
Personal Protective Equipment	9
Light Tower Safety	9
Youth Volunteer Safety	10
Safety Guidelines for Specific Volunteer Committees	10
Player Transportation	11
Standard Bearers	11
Facilities (Course Preparation)	11
Commissary/Supply Distribution	13
Golf Cart Distribution	13
Gallery Management Ambassadors	13

Safety Statement

At the PGA TOUR, our highest priority is the safety of our players, guests, employees, and volunteers. We are committed to providing a safe and secure environment by promoting safety best practices at our tournaments to minimize accidents. Our volunteers play a large role in promoting our safety culture and creating memorable, world-class experiences that positively impact our communities. All registered volunteers are expected to abide by basic safety guidelines, identify potential risks, and be proactive in reporting and correcting known or potential hazards.

Top 10 Volunteer Safety Guidelines

To help ensure a culture of safety within the volunteer committees, it is the responsibility of each Committee Chairperson to make sure that proper safety training has been administered for volunteers on the committee. Regardless of committee assignment, ALL registered volunteers are expected to abide by the following safety guidelines in order to prevent injury to themselves or others. Some volunteer committees may require additional safety measures as noted further in this manual. Volunteers should notify their Committee Chairperson if they are unable to complete volunteer duties due to a physical or health condition.

TOP TEN VOLUNTEER SAFETY GUIDELINES:

1. Follow all PGA TOUR golf cart, utility vehicle, vehicle safety guidelines
2. Wear comfortable, close-toed, and slip-resistant shoes
3. Wear sunscreen, a hat and other protective clothing; check the weather daily to bring appropriate items
4. Don't overexert, stay hydrated, ask for assistance when necessary, and take breaks when needed
5. Practice proper lifting, pushing, and pulling techniques when moving objects
6. be sure to check in on your fellow volunteers and hold each other accountable to ensure safety
7. Maintain a clean and orderly environment, free of trip hazards
8. Be vigilant to surroundings to prevent being struck by a golf ball or equipment
9. Use proper tools and personal protective equipment (PPE) to perform tasks
10. Report unsafe conditions and incidents to Tournament Staff & Committee Chair immediately

Volunteer Safety Pledge and Culture

- I am knowledgeable of safety policies and procedures in my role.
- In uniform, I am viewed as a safe person to approach.
- I take a proactive approach to safety and know who to contact.

The safety culture for volunteers is founded on the following expectations:

SEE Something (Be aware of your surroundings)

- Pay attention to behavior that can cause injuries
- Identify unsafe conditions and damage to property
- Notice suspicious activities or persons



SAY Something (Know who to contact)

- Report injuries to first aid
- Report unsafe conditions and damage to property to Tournament Staff
- Report suspicious activities to Security

DO Something (Be proactive - Take action as necessary)

9/9/22

- Provide comfort to injured persons
- Ensure unsafe conditions will not harm others
- Follow safety guidelines for your assigned committee

Golf Cart Safety Guidelines

Golf carts are specifically used for the transportation of persons at tournaments but can be used for utility purposes as well. They are of significant value to our tournaments for efficiency and economic transportation. Recognizing that golf carts are moving vehicles and are considered important pieces of equipment, the PGA TOUR has established safety rules and procedures for their safe operation.

Procedures for Safe Operation of Golf Carts:

1. Safe Speed

- Golf carts should be operated at a moderate speed, equivalent to a well-paced walk in congested areas.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Slow down and drive with extra caution when the grass is wet.

2. Backing up

- Operators should be conscious of their surroundings and should never back up without making sure there is no person or obstruction behind the cart.
- Prior to driving the cart, check to see if it is set to go forward or backward and make adjustments as necessary.
- Operators should be aware of their surroundings when using the reverse direction so as to minimize disruption to on-course play.

3. Turns and Operation

- Never make a sharp turn, even on a straight-away.
- Approach all turns with caution and reduced speed. Rounding curves at excessive speeds can result in someone being thrown from the cart.
- Always drive straight up and down a hill. Driving up or down a hill at an angle can cause the cart to tip over.
- Watch for obstacles and people. Pedestrians always have the right-of-way.
- WALK WHEN APPLICABLE, golf carts are for operational use only.

4. Designated Paths

- All golf carts should only drive on designated paths; refer to the cart routing plan.
- If the path is congested, do not take any alternate routes by going under ropes.
- Use the carts as they are intended to be used. Do not take carts to places on the golf course where they are not intended to go.

5. Parking

- Park golf carts out of the way of pedestrians and other carts and make sure the golf cart is not in any camera sight line.
- Set the parking brake before leaving the cart.
- Do not park the cart on an incline.
- Never leave the keys in the golf cart when it is unattended.

6. Operator and Passenger Use

- No golf cart is to be operated with more passengers than seating allows.
- No riding on the back of golf carts or overloading the cart with equipment.
- Do not transport passengers unrelated to your role of volunteer services.
- Do not drive the golf cart until all occupants are seated. Never stand up in a moving golf cart.

- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the cart at all times when the cart is in motion, and it is the responsibility of the driver to convey this requirement to the passengers.
- Only authorized persons who have a valid driver's license issued by the jurisdiction of the volunteer's residency and have signed the Golf Cart Safety Acknowledgement may drive a golf cart provided by the TOUR.
- No golf cart may be operated by an intoxicated person or a person under the influence of any narcotic or other substance that may impair the person's ability to operate the golf cart.
- Adhere to all applicable traffic laws as well as PGA TOUR requirements concerning use of golf carts.
- Authorized drivers must be 18 years of age or older.
- Each golf cart is assigned to a specific person or vendor. Do not take the nearest golf cart you can find.
- Do not remove or exchange the sign that is on each golf cart. Do not operate a golf cart that is not labeled.
- The use of any gas golf cart or other gas equipment is strictly prohibited while play is occurring.

7. Maintenance and Cart Return

- Any mechanical issues with golf carts should be reported to the golf cart committee as soon as possible in order to expedite repair.
- Upon conclusion of the Tournament, all golf carts must be returned to the cart staging area. Do not leave carts on the course or parking lots. All carts must be accounted for upon completion of the Tournament.
- All golf carts must be properly charged when not in use.
- If a golf cart is not operational DO NOT push or pull, as critical damage can occur to the motor or an injury could occur.
- You must notify the golf cart committee of any damage to the vehicle and ensure an incident report has been completed

In addition to the above guidelines, the [PGA TOUR Cart Safety Training video](#) is available to all volunteers on the volunteer registration webpage and should be viewed prior to performing volunteer activities.

Utility Vehicle Safety Guidelines

Utility vehicles are specifically used for the transportation of heavy equipment and supplies, light towers and trailers, but are also used occasionally for the transportation of people. Recognizing that utility vehicles are moving vehicles and are considered important pieces of equipment, the PGA TOUR has established safety rules and procedures for their safe operation.

Procedures for Safe Operation of Utility Vehicles:

1. Safe Speed

- Utility vehicles should be operated at a moderate speed, equivalent to a well-paced walk in congested areas.
- Reduce speed to compensate for inclines, pedestrians, and weather conditions.
- Slow down and drive with extra caution when the grass is wet.

2. Backing up

- Operators should be conscious of their surroundings and should never back up without making sure there is no person or obstruction behind the utility vehicle.

- Prior to driving the utility vehicle, check to see if it is set to go forward or backward and make adjustments as necessary.

3. Turns and Operation

- Never make a sharp turn, even on a straight-away.
- Approach all turns with caution and reduced speed. Rounding curves at excessive speeds can result in someone being thrown from the utility vehicle.
- Always drive straight up and down a hill. Driving up or down a hill at an angle can cause the utility vehicle to tip over.
- Watch for obstacles and people. Pedestrians always have the right-of-way.
- WALK WHEN APPLICABLE, utility vehicles are for operational use only.

4. Designated Paths

- All utility vehicles should only drive on designated paths; refer to the cart routing plan.
- If the path is congested, do not take any alternate routes by going under ropes.
- Use utility vehicles as they are intended to be used. Do not take utility vehicles to places on the golf course where they are not intended to go.

5. Parking

- Park utility vehicles out of the way of pedestrians and other utility vehicles and carts and make sure the utility vehicle is not in any camera sight line.
- Set the parking brake before leaving the utility vehicle.
- Do not park the utility vehicle on an incline.
- Never leave the keys in the utility vehicle when it is unattended.

6. Operator and Passenger Use

- No utility vehicle is to be operated with more passengers than seating allows.
- No riding on the back of utility vehicles.
- Do not overload the utility vehicle with equipment or exceed the maximum load or towing limit.
- Always turn the lights on when operating in the dark.
- Do not transport passengers unrelated to your role of volunteer services.
- Do not drive the utility vehicle until all occupants are seated. Never stand up in a moving utility vehicle.
- All occupants in the utility vehicle shall keep hands, arms, legs and feet within the confines of the utility vehicle at all times when the utility vehicle is in motion, and it is the responsibility of the driver to convey this requirement to the passengers.
- Only authorized persons who have a valid driver's license issued by the jurisdiction of the Volunteer's residency and have signed the Utility Vehicle Safety Acknowledgement may drive a utility vehicle provided by the TOUR.
- No utility vehicle may be operated by an intoxicated person or a person under the influence of any narcotic or other substance that may impair the person's ability to operate the utility vehicle.
- Adhere to all applicable traffic laws as well as PGA TOUR requirements concerning use of utility vehicle.
- Authorized drivers must be 18 years of age or older.
- The use of any gas equipment is strictly prohibited while play is occurring.
- Confirm that all seatbelts are properly buckled before operation.
- If necessary, securely strap down all equipment that is being transported.
- Set the parking brake and turn the key to the far left when exiting the UTV.
- Refer to the owners operating manual for safety information.

7. Maintenance and Utility Vehicle Return

- Any mechanical issues with utility vehicle should be reported to the tournament staff or chairperson as soon as possible in order to expedite repair.
- Upon conclusion of the Tournament, all utility vehicles must be returned to the designated area. Do not leave utility vehicles on the course or parking lots. All utility vehicles must be accounted for upon completion of the Tournament.
- All utility vehicles must be properly fueled when not in use.
- If a utility vehicle is not operational DO NOT push or pull, as critical damage can occur to the motor or an injury could occur.
- You must notify the tournament staff or chairperson of any damage to the vehicle and ensure an incident report has been completed.

Vehicle Driver Conduct Requirements

Volunteers who need to drive a tournament vehicle as part of their assigned duties must be 25 years-old, possess a valid driver's license, and agree to sign the Vehicle Driver Conduct Requirements listed below:

1. Display such license to the vehicle key issuer at each vehicle exchange and will comply with all license restrictions.
2. Never drive while impaired by alcohol, drugs, medication, illness, fatigue, or injury.
3. Remain aware of the dangers of distracted driving and obey all local ordinances and/or state laws addressing the use of hand-held communication devices.
4. Never read or type text messages or e-mails on a hand-held communication device while driving.
5. When available, use hands-free technology (e.g., OnStar Hands-Free Calling) if I absolutely must place or receive a call while driving.
6. Ensure the proper use of safety belts and child safety restraints for all occupants.
7. Wear any eye wear or hearing apparatus required to operate a motor vehicle properly and safely.
8. Not be under the influence of any alcohol or illegal drug; not eat or smoke in the Vehicle.
9. Not be under the influence of any legal drug which would impair my driving ability or ability to understand or comply with oral or written directions regarding the use of this Vehicle, and do not have any physical condition which would impair my ability to operate this Vehicle, nor do I have any physical condition which would cause an undue risk to myself, other Vehicle occupants or the Vehicle.
10. Obey all applicable motor vehicle laws, codes, and regulations.
11. Drive in a defensive manner, anticipating situations where incidents are likely to occur.
12. Refrain, at all times, from using radar/laser detection devices.
13. Plan trips by selecting the safest route, depart early enough to observe posted speed and traffic regulations, and be mindful of current and forecasted weather conditions.
14. Report all incidents/crashes involving the Vehicle immediately to the Police as well as to the Transportation Committee and/or Tournament staff.
15. Not permit any other person to operate the Vehicle.
16. Be insurable at standard industry rates.
17. Permit Tournament office to check my personal driving records.

Furthermore, volunteers must verify that they have not been convicted within the past 36 months of any of the following motor vehicle violations:

1. Driving while operator's license is suspended, revoked, or denied.
2. Vehicular manslaughter, negligent homicide, felonious driving or felony with a vehicle.
3. Operating a vehicle while impaired, under the influence of alcohol or illegal drugs, or refusing a sobriety test.

4. Failure to stop or identify after a crash (includes leaving the scene of a crash; hit and run; giving false information to an officer).
5. Eluding or attempting to elude a law enforcement officer.
6. Traffic violation resulting in death or serious injury.
7. Any other significant violation warranting suspension of license.

Proper Ergonomics

Lifting and Carrying

The most common cause of back injuries is improper lifting. Quick, jerky motions can bring instant muscle strain. Volunteers should use the following techniques to lift properly:

- Stand with your feet slightly apart, facing the object to be lifted.
- Bend at the knees and get a firm grip on the object.
- Bring the object as close to your body as possible.
- Lift the object slowly, steadily and smoothly.
- To turn around, pivot with your feet. Don't twist your body.
- If you need to lift the object above your waist, keep its weight centered by repositioning your grip.
- If the object appears to be too heavy or too bulky for you to handle alone, get help! Don't try to be superhuman and risk an injury.

Carrying an object incorrectly can put enormous strain on your back, shoulders, legs, and arms. The safe way to carry an object is:

- Maintain normal posture, with back straight and shoulders level.
- Hold the object as close to your body as possible.
- Rest your elbows against your sides, with the object's weight balanced evenly between your hands.
- If the load is bulky, divide it in half and balance the weight on each arm. Keep the load as close to your elbow as you can for extra support. If the load is too heavy to be carried in this manner, either get someone to help you or carry the load in several trips.

Pushing and Pulling

There are several steps you should take when you attempt to push or pull an object:

- Keep your back comfortably straight.
- Brace your feet before you begin to push or pull the object.
- Bend your knees as you move. This lets you use your body's weight and your leg muscles to do the bulk of the work rather than your back and shoulder muscles.
- If the object is too big for you to handle by yourself, ask for help.

Sitting

The best way to avoid muscle fatigue while sitting is to maintain good posture. Ways to do this are:

- Sit up straight.
- Place both feet flat on the floor.
- Make sure your knees are level with or slightly higher than your hips.
- Proper adjustment of the chair is necessary for maintaining a neutral body posture.
- If the chair or seat is adjustable, position it so that your thighs and forearms are parallel to the floor.

- If you need extra support for your back, either adjust the chair or seat or place a small pillow behind the small of your back.
- To prevent muscle tension, shift positions often. Get up and stretch occasionally.

Standing and Bending

To keep your back flexible and your muscles limber, it is important to maintain correct posture when standing.

CORRECT POSTURE: Stand straight with your shoulders back, stomach tucked in, hips forward, and knees slightly bent.

An easy way to hurt yourself is to bend over incorrectly, the proper way to bend is:

- Flex your knees as you bend.
- If you are picking up an object out of a deep container, use one hand to grasp the object and the other hand to support yourself on the end of the container.
- Position yourself as close as possible to the object you are reaching for. This minimizes the need to bend and puts less strain on your muscles.

Heat-Related Safety

Volunteers who work outdoors should take the following precautions during warm weather to prevent heat-related illnesses such as cramps, heat exhaustion or heat stroke:

- Adapt to working in hot conditions gradually, avoid over-exerting activities during peak temperature periods.
- Drink water frequently. Hydration starts the day prior to your work activity. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Seek shade or indoor shelter at regular intervals.

Personal Protective Equipment

The Committee Chairperson is responsible for obtaining appropriate Personal Protective Equipment (PPE) from Tournament Staff and providing it to the volunteers. All PPE must be properly fitted to each committee member. If a committee member is unsure of how to use the proper PPE provided, they will need to be trained by the Committee Chairperson or Tournament Staff. Discard and replace any damaged PPE and let the Tournament Staff know that it needs to be replaced. PPE should NOT be provided by volunteers or brought from home. All PPE must be returned by the volunteers to the Committee Chairperson at the conclusion of the Tournament.

The following PPE should be provided by Tournament Staff to volunteers as needed for specific tasks:

- Leather or Kevlar work gloves
- Safety glasses or face shield
- Hearing protection, preferably ear plugs
- Safety mask
- Back brace

Light Tower Safety

Before using a light tower, be sure to read and understand all of the instructions found in the model specific operator manual. Light towers are designed for specific applications; **DO NOT** modify or use a

light tower for any application other than which it was designed. A light tower operated improperly or by untrained user can be dangerous. Recognizing that light towers are considered important pieces of equipment, the PGA TOUR has established safety rules and procedures for their safe operation.

Procedures for Safe Operation of Light Towers:

1. Operation

- The area immediately surrounding the unit should be dry, clean, and free of debris.
 - Position and operate the unit on a firm, level surface.
 - NEVER start a unit in need of repair.
 - NEVER operate the unit on a combustible surface.
 - NEVER operate a unit while tired, distracted, or under the influence of drugs or alcohol.
 - Keep all body parts, clothing and other loose items away from moving parts.
 - ALWAYS lower the mast when not in use, or if high winds or electrical storms are expected in the area.
 - ALWAYS make sure the area above the unit is open and clear of overhead wires and obstructions.
 - Keep area around the unit clear of people while raising and lowering the mast.
 - Bulbs become extremely hot during use. Allow bulb and light fixture to cool 10-15 minutes before handling.
 - NEVER raise, lower or turn the mast while the unit is operating.
 - ALWAYS extend the outriggers and level the unit before raising the mast. DO NOT retract the outriggers while the mast is up.
 - NEVER operate the lights without protective lens cover in place or with a lens cover that is cracked or damaged.
 - DO NOT operate with the fuel tank cap loose or missing.
 - Shut the engine down if any of the following conditions exist during operation:
2. Noticeable change in engine speed, loss of electrical output, equipment connected to the unit overheats, sparking occurs, engine misfires or there is excessive engine/generator vibration, or if protective covers are loose or missing.

3. Engine

- DO NOT run engine indoors or in an area with poor ventilation unless exhaust hoses are used. Make sure engine exhaust cannot seep into closed rooms or ventilation equipment.
- DO NOT touch or lean against hot exhaust pipes or engine components.
- Wear hearing protection when working around a running engine.
- Keep area around exhaust pipes and air ducts free of debris to reduce the chance of an accidental fire.

4. Towing

- Check that the hitch and coupling on the towing vehicle are rated equal to, or greater than, the trailer's Gross Vehicle Weight Rating (GVWR).
- Check tires on trailer for tread wear, inflation, and condition.
- NEVER tow trailer using defective parts. Inspect the hitch and coupling for wear or damage.
- Make sure the trailer hitch and the coupling are compatible. Make sure the coupling is securely fastened to the vehicle.
- Make sure directional and brake lights on the trailer are connected and working properly.
- Check that the lug nuts holding the wheels are tight and that none are missing.

- Maximum recommended speed for highway towing is 45 mph (72 km/h). Recommended off-road towing speed is not to exceed 10 mph (16 km/h) or less, depending on terrain.
- When towing, maintain extra space between vehicles and avoid soft shoulders, curbs and sudden lane changes. If you have not pulled a trailer before, practice turning, stopping and backing up in an area away from heavy traffic.
- Connect safety chains in a crossing pattern under the tongue.
- Before towing the trailer, check that the weight of the trailer is equal across all tires. On trailers with adjustable height hitches, adjust the angle of the trailer tongue to keep the trailer as level as possible.

Youth Volunteer Safety

The PGA TOUR allows youth volunteers (ages 13 - 18) to perform certain tasks on various committees. Youth volunteers must abide by all safety guidelines herein and must have parental consent to participate in volunteer activities. Youth volunteers are expected to behave in a manner consistent with the TOUR's Volunteer Service Excellence platform.

Interactions between adults and youth volunteers must be observable and interruptible at all times. One-on-one interactions with youth volunteers should be avoided. Text messages to youth volunteers should always include other adults and only include appropriate conversation related to volunteer activities.

Safety Guidelines for Specific Volunteer Committees

While the Volunteer Safety Guidelines provide a broad level of safety guidance that should be followed by all volunteers, the following volunteer committees require additional safety procedures and protocols that are unique to the tasks performed by those committees.

Player Transportation

Committee Description: Provide transportation to players and VIP guests before, during and after the tournament. Assist with the inventory and control the distribution and retrieval of official tournament vehicles. Drivers must be at least 25 years old. Please note – schedules are subject to change and flexibility on scheduling is highly recommended.

Additional Safety Guidelines

- Follow all PGA TOUR Vehicle Driver Conduct policies and procedures.
- Report any vehicle issues/accidents to the tournament staff and committee chair

Standard Bearers

Committee Description: Accompany each group of players during play and display their scores in relation to par on a cumulative basis. The Standard Bearers committee varies in age and must be able to carry the standard for the length of the course. Shifts are outside and in direct sunlight and the elements. Youth volunteers are not eligible for "Volunteer Perks".

Additional Safety Guidelines

- Utilize harness to ensure proper ergonomics when walking
- Rest sign on ground when not walking

Facilities (Course Preparation)

Committee Description: Stake and rope the course and all auxiliary areas as required with the objective of maximizing spectator viewing. Work with PGA TOUR Director of Security, Rules Officials and Tournament Team as necessary to ensure player safety. Assist with player fencing, set-up of venues, tournament set up and other various projects as necessary. Volunteers will need to be available prior to tournament week to assist with pre-tournament projects. Shifts are outside in direct sunlight and the elements. *Working on this committee may require physical labor and use of machinery and equipment. Volunteers must advise the Committee Chairperson or Tournament Staff if they are not able to complete assigned tasks due to a physical or health condition.

Additional Safety Guidelines

All volunteers assigned to the Course Preparation Volunteer Committee at a PGA TOUR, PGA TOUR Champions or Korn Ferry Tour tournament are expected to follow the established safety rules and procedures listed below for your safety and the safety of others.

Working on this committee may require physical labor and use of machinery and equipment. Volunteers must advise the Committee Chairperson or Tournament Staff if they are not able to complete assigned tasks due to a physical or health condition. Please review and sign the safety guidelines to help ensure a safe working environment.

Course Preparation Safety Guidelines:

1. Proper PPE “Personal Protective Equipment”

- Eye or face protection should be worn when working with tools or machinery.
- Work gloves are to be worn to prevent wood splinters and skin abrasions.
- Closed-toed shoes such as safety shoes/boots that provide protection from dropped tools or equipment are recommended. Footwear also should be slip-resistant and provide good traction in wet conditions.
- When sanding, painting or staining, a safety mask should be worn.
- Contact your Committee Chairperson or Tournament Staff to receive PPE.

2. Golf Cart Safety

- All safety guidelines in the Volunteer Golf Cart Safety Acknowledgement form must be followed when operating a golf cart at all events.
- Golf carts are for operational use only, please walk when spectating golf.

3. Utility Vehicle Safety

- Before the operation of a Utility Vehicle or equivalent, the operator must complete the Utility Vehicle Safety Training and Acknowledgement Form.
- Additional safety training on utility vehicles is available through the host golf course maintenance, contact your committee chairperson to arrange.

4. Fork Lift Safety

- Use a forklift instead of manual force when the load is deemed too heavy for manpower alone.
- Only volunteers over the age of 18 who are properly trained and have a current certification can operate a forklift.

- Contact your Committee Chairperson our Tournament Staff to coordinate forklift training and certification if necessary.
- 5. Ergonomic Lifting**
- Before lifting, stretch and warm up leg and back muscles.
 - Determine the object's weight before lifting.
 - Use a lifting partner if the object is too heavy or large.
 - Use your legs to lift and be sure to pivot your feet to avoid twisting.
 - Do NOT hold your breath or lift too quickly.
 - Wear proper PPE like a back brace, gloves and boots when necessary.
 - Ask Tournament Staff for assistance if you are uncomfortable with the task.
- 6. Impairment**
- NO member of the Course Preparation Volunteer Committee or any other volunteer committee may perform their tasks while under the influence of alcohol, narcotics or prescription drugs that will impair their judgement or ability.
- 7. Barricades and Rope/Stake Installation**
- Proper barricade and stake installation training is suggested before the installation of barricades and or rope/stake.
 - The placement of the barricade and rope/stake must be approved by Tournament Staff.
 - Barricades and or rope/stakes must be properly secured when being transported.
 - All "drop rope" locations should utilize fluorescent flagging tape on the "drop rope".
 - All damaged barricades and or barricade feet should be set aside and or repaired before installation.
 - Proper PPE and ergonomics are to be used during installation.
- 8. Hazard Identification and Reporting**
- Identify hazardous areas and report them to the Tournament Staff.
 - Be able to identify trip hazards, such as loose cables or holes.
 - Report any near misses or accidents to the Tournament Staff immediately.
- 9. Scoreboard Installation**
- If tasks include assisting the ShotLink and SEP teams with set up of scoreboards, all scoreboard safety guidelines from SEP are to be followed.
 - Do NOT perform any heavy lifting or become involved in a dangerous situation.
 - Only move light materials using a golf cart or a utility vehicle once proper training has occurred.
- 10. Communication and Safety Stewardship**
- Do not operate equipment or use tools in a manner that can endanger others.
 - Notify the Committee Chairperson or Tournament Staff if assistance is needed.
 - Promote safety best practices at all times.
 - Return all safety materials, PPE and equipment to Tournament Staff at the end of the event.

Commissary/Supply Distribution

Committee Description: Distribute non-alcoholic beverages and coolers on course and to appropriate committees, players and venues. Committee requires lifting of products (ice, beverages and coolers). Some Lifting/Strenuous Activity may be required. Shifts are outside in direct sunlight and the elements.

Additional Safety Guidelines

- Use proper utility cart to transport supplies
- DO NOT enter semi-trailer or other storage containers unless a staircase or ramp is provided.

- DO NOT remove guardrails or other safeguards

Golf Cart Distribution

Committee Description: Control inventory and distribution of tournament golf carts pre-tournament, during and post tournament. Maintenance of carts, inclusive of charging and upkeep. Shifts are outside in direct sunlight and the elements.

Additional Safety Guidelines

- Maintain hyper vigilance to surroundings to prevent being struck by a vehicle or cart
- DO NOT attempt to repair golf carts (seek licensed golf cart repair representative)
- Ensure that battery chargers are installed in an elevated position to minimize trip hazards and electrical shock

Gallery Management Ambassadors (formerly known as Marshals)

Committee Description: Provides gallery control for the tournament. Shifts are outside in direct sunlight and the elements.

Additional Safety Guidelines

- Ensure that drop ropes are highlighted at the crosswalk locations
- Keep drop ropes down and spooled to one side when not attended
- Walk drop ropes across the opening once play has proceeded